

11 MAR 1957

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Competitive Promotion Program

REFERENCE: DD/S Memo dtd 1 Mar 57, same subject (DD/S 57-0690)

1. This memorandum is for your information.
2. In accordance with referenced memorandum we are pleased to submit a progress report on the steps we have taken to put into effect the competitive promotion program for the SP Career Service. As a first step in establishing the program we made a determination for the SP Career Service that it would be preferable to rank competitively all personnel in grades 7 through 14 at one time. We felt we could do this since the number of people in the SP Career Service is relatively small. Following this decision we established, on 20 December 1956, a Senior Competitive Evaluation Panel and a Junior Competitive Evaluation Panel. The senior panel will evaluate those individuals in grades 12, 13, and 14, and the junior panel will evaluate those persons in grades 7 through 11. The evaluations of these two panels will be submitted to the SP Career Service Board for review and recommendation to the Head of the SP Career Service.
3. We have already completed a significant phase of the process by calling upon the individual division and staff chiefs within the Office of Personnel to rank competitively their personnel in grades 7 through 14. The two panels will rank competitively those SP designees who are assigned to an organizational unit outside the Office of Personnel and will then combine both rankings to reflect the relative position of each person within his grade level. On 5 March 1957 the two panels met in joint session to decide upon working procedures. The two panels will meet separately, one on 11 March and the other on 12 March, to begin the formal ranking process. We have developed abbreviated or full Biographic Profiles as an aid to the ranking process.
4. Since the announcement of the competitive promotion program we have deferred taking action on any promotion request in grades 7 through 14. We anticipate completion of the ranking process, review by the SP Career Board and approval by the Head of the SP Career Service by 1 April 1957.

/s/ Gordon M. Stewart

Gordon M. Stewart
Director of Personnel

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